

Job Title: Finance Accountant, Level 1 (Provisional)

Job ID: 30301

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

- Performs professional work in the field of accounting or auditing in a higher education setting, coordinates accounting activities, and may supervise employees engaged in accounting activities. Work may be performed utilizing computer and related technologies.

- There are five Assignment Levels for this position (1, 1-A, 2, 3, 4). All personnel perform related work. This specification describes typical assignments for this position; related duties may be assigned as needed.

ASSIGNMENT LEVEL 1:

- Under close supervision, performs entry-level professional work in the field of accounting, including assisting in the following:

- Maintaining general and special books of accounts.

- Posting accounting entries.

- Preparing trial balances, bank reconciliations, and similar.

- Establishing and maintaining codes for funds and reserves.

- Allocating costs and charges.

- Classifying revenues and expenditures.

ASSIGNMENT LEVEL 1-A:

- This assignment level is only for College Accountants who have five years of full-time service as a College Accountant and have not progressed to Levels 2, 3, or 4.

ASSIGNMENT LEVEL 2:

- Under supervision, performs professional work of average difficulty and responsibility in the field of accounting or auditing, including performing the following tasks:

- Maintaining general and special books of accounts.

- Posting entries, including adjustments, closings, and extension.

- Preparing trial balances, bank reconciliations, operating statements, and financial schedules.
- Establishing and maintaining codes for funds and reserves.
- Gathering data for use in preparing and analyzing various budgets and schedules.
- Maintaining records of costs and charges made against budgeted allocations.
- Classifying revenues and expenditures.
- Conducting financial and management audits, preparing preliminary draft reports..

ASSIGNMENT LEVEL 3:

- Under general supervision, coordinates and may supervise the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. May perform difficult independent work in these professional areas.

Tasks may include:

- Participating in project planning sessions.
- Assisting in developing unit-wide plans, programs, and procedures for implementing and maintaining appropriate accounting controls.
- Conducting and analyzing accounting studies and surveys in order to identify and satisfy changing trends, conditions, and regulations.
- Analyzing and interpreting statements of financial condition, preparing appropriate summaries and reports.
- Planning and organizing individual audits, preparing and reviewing audit procedures, monitoring audit progress, and reviewing reports.
- Assisting in the design and implementation of computer systems and technology to meet new and changing needs.

ASSIGNMENT LEVEL 4:

- Under general supervision, coordinates and supervises the daily activities of a major unit dealing with a specialized phase or phases of accounting, usually in conjunction with student financial aid, funds and grants, payroll, bursar functions, accounting to support financial analysis, budgeting, auditing of financial accounts and records, contract performance and compliance, and similar. Also performs complex independent work in these professional areas.

Tasks may include:

- Participating in project planning sessions.
- Assisting in developing unit-wide plans, programs, and procedures for implementing and

maintaining appropriate accounting controls.

- Conducting and analyzing accounting studies and surveys in order to identify and satisfy changing trends, conditions, and regulations.

- Analyzing and interpreting statements of financial condition, indicating deviations, reviewing trends, and preparing data extrapolations for forecasting purposes.

- Implementing performance standards, assuring compliance.

- Assisting in developing and designing computer systems and technologies to meet new and changing needs.

- Overseeing unit participation in University-wide compliance and systems audits, instructing staff in audit techniques, developing audit capabilities, and maintaining communications with all involved parties.

CONTRACT TITLE

Finance Accountant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Associate Director of the Accounting Office and working in coordination with the Finance Controller, the Finance Accountant:

- Processes receipts in the PeopleSoft accounting system CUNYfirst Accounts Receivable for Non-Tax Levy Funds accounts.
- Assists with budget adjustments for CUNYfirst accounts for review by the Associate Director of the Accounting Office. Analyzes year-to-year equity balances and performs roll-overs.
- Assists in processing refunds of appropriation expenditures through the Office of the University Controller and New York State. Determines taxable value of personal use of an employer provided vehicle.
- Reconciles scholarship and commencement award accounts to University reports; Assists in remitting net scholarship and commencement award receipts to the University pool; Assists in preparing annual scholarship and commencement award status reports for the appropriate College offices to utilize in the determination of monies to be awarded; Assists in preparing donor status reports for endowed funds.
- Evaluates requisitions for right-to-use assets in the Procure-to-Pay system CUNYBuy to determine applicability of GASB accounting standards; Creates and maintains leases for GASB-eligible right-to-use assets in CUNYFirst Lease Administration module.
- Maintains multiple general ledgers for the Non-Tax Levy Funds accounts, including scholarship and commencement award accounts and Continuing Education.
- Assists with in month and year-end financial close processes.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

ASSIGNMENT LEVEL

ALL LEVELS A baccalaureate degree from an accredited institution, including or supplemented by at least eighteen (18) college credits in accounting, and at least six (6) credits in data processing, computer science, banking, economics, statistics, or similar courses.

- Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.

- For work experience requirements (below), CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period.

- Part-time experience of less than 20 hours per week will not be credited at all.

LEVEL 1: No additional work experience is required.

LEVEL 1-A: Five years full-time service as a College Accountant, if employee has not progressed to Levels 2, 3, or 4.

LEVEL 2: One year of full-time related experience in an appropriate field.

LEVEL 3: Two years total of full-time related experience in an appropriate field.

LEVEL 4: Three years total of full-time related experience in an appropriate field.

OTHER QUALIFICATIONS

Preferred qualifications include:

- Bachelor's Degree in Accounting
- Two years of experience in accounting
- Experience using general ledger/financial systems
- Proficiency in using Microsoft Excel
- Detailed oriented with strong organizational skills
- Strong written, verbal and interpersonal communication skills

COMPENSATION

New Hire: \$49,687*

Incumbent: \$56,146

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

June 6, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.